

**MAINTENANCE
WORKER
WG-4749-05**

**MAINTENANCE
BUILDING TRADES**

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Maintenance Worker, WG-4749-05

Purpose of position:

Job is established to perform facilities maintenance work primarily involving, in the same job, TWO OR MORE of the trades which perform maintenance and repair of facilities such as buildings, structures, grounds, and related fixtures and utilities.

Organization:

Maintenance Branch

Organization goals:

The purpose of this branch is to provide emergency and scheduled maintenance and repair services.

II. MAJOR DUTIES**A. Duty (Critical):**

Assists painters by performing the simpler and more routine duties of the painting trade and working with the journey level painters as instructed. Prepares or gathers all necessary tools and equipment for project or assignment. Prepares worksite (e.g., sets up scaffolds, ladders, stands, etc.). Covers work areas with drop cloths and tape. Assists in surface preparation by scraping, wire brushing, masking, sanding, or applying prepared solvents. Cleans, degreases, and removes oil or wax buildup. Removes scale, rust, dirt, and old paint from surfaces. Lifts and carries tools, equipment, and painting supplies. Hands tools to journey level painters, as required.
(17%)

Tasks:

1. Prepares worksite and gathers necessary tools and equipment.
2. Assists painters by supplying appropriate tools, equipment, and work materials.
3. Performs simple and routine tasks of the painter trade.

Selected Staffing KSAs:

A1, A2, A3, A4, A5

B. Duty (Critical):

Under close supervision, learns to perform the more advanced work of the painter trade as a means of developing trade skills and gaining knowledge of the trade. Learns to read and use work orders, standard specifications, and written instructions. Learns to use painting tools and equipment to complete tasks. Learns to mix, thin, blend, match, tint, and tone coating materials. Learns to apply primers, paints, varnishes, and shellacs using standard application techniques. As training progresses, less supervision is required.
(17%)

Tasks:

1. Accomplishes work in accordance with instructions provided by higher grade employee.

Selected Staffing KSAs:

A1, A2, A3, A4, A5

C. Duty (Critical):

Uses and accounts for all tools and equipment, such as brushes, rollers, spray guns, scrapers, wire brushes, putty knives, sandpaper, graining devices, compressors, as well as common hand and power tools. Picks up all tools and equipment after completion of project or assignment. Cleans, oils, and greases all tools and equipment. Returns to designated compartments, racks, bins, carts, lockers, etc. Sweeps, dusts, and removes trash to keep work area clean and orderly. (5%)

Tasks:

1. Uses all types of hand and/or power tools and equipment required to accomplish duties.
2. Maintains tools, equipment, and work area.
3. Accounts for all tools and equipment.

Selected Staffing KSAs:

A1, A2, A4

D. Duty (Critical):

Performs shop support work. Working with a journey level painter as instructed, prepares record of actions taken on work order requests, preventive maintenance schedules, written instructions, etc., and obtains required coordination and signatures. Requisitions replacement parts, materials, and supplies. Receives supplies and equipment. Validates stock numbers, quantity, and nomenclature on associated paperwork. Notifies supervisor of discrepancies. Stores supplies and equipment in proper bin or rack according to nomenclature, size, and available space. (5%)

Tasks:

1. Completes record of actions taken and assures documentation is signed and coordinated.
2. Requisitions, receives, validates, and stores supplies and equipment in accordance with instructions.

Selected Staffing KSAs:

A1, A2, A6

E. Duty (Critical):

Utilizes safety practices and procedures following established safety rules and regulations to maintain a safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing. (5%)

Tasks:

1. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to employee error or negligence.
 2. Observes all safety warnings and instructions.
 3. Informs the supervisor, journey level, or higher grade employee of accidents and/or damages to supplies or equipment or of any observed unsafe practices in accordance with established policies and procedures.
-

Selected Staffing KSAs:

A1, A2, A3

F. Duty (Critical):

Receives instructions from a journey level worker and assists by performing the simpler and more routine carpentry duties. (17%)

Tasks:

1. Assists in assembling and installing parts and units by getting tools and supplies, carrying materials, and lifting and holding materials in place.
2. Receives instructions and assists journeyman by using common carpentry tools to cut, drill, and assemble work products.
3. Follows established safety procedures and practices when using hand and power equipment.
4. Cleans tools and equipment and keeps work area clean and orderly.

Selected Staffing KSAs:

A7, A8, A9, A10

G. Duty (Critical):

The employee helps higher grade plumbers by performing the simpler and more routine tasks of the trade. (17%)

Tasks:

1. Performs assigned routine tasks. For example, cuts pipe to marked size; cuts or drills holes as marked; screws, bolts or attaches hangers; caulks or seals areas as directed; tightens connections and valves; uses plunger or snake to unclog drains; threads pipe as directed, where tools have been set up by others; and performs similar tasks following very specific instructions.
2. Obtains, carries, lifts, and positions equipment, parts, and tools needed for plumbing installation and repair.
3. Keeps equipment, tools, supplies, and work site clean and in appropriate order.

Selected Staffing KSAs:

A7, A8, A9, A10, A11

H. Duty (Non-Critical):

Removes asbestos from structures, around pipes, tanks, ducts, vessels, walls, ceiling and boilers. Installs a variety of materials to replace the asbestos.
(17%)

Selected Staffing KSAs:**I. Other Work Requirements**

-
1. This position requires the employee to drive a motor vehicle. An appropriate, valid driver's license is required for the position.

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**A. Selected Staffing KSAs:**

1. Ability to follow directions and work closely with others.
2. Ability to follow safety regulations and procedures.
3. Ability to learn technical practices in order to select tools and carry out the painting work assigned.
4. Ability to learn to use and maintain hand tools such as brushes, rollers, spray guns, graining devices, compressors, as well as common hand and power tools.
5. Ability to learn to read and use written instructions, standard specifications, etc. (other than blueprints).
6. Ability to learn to requisition, receive, and store tools, equipment, and supplies.
7. Ability to demonstrate reliability and dependability in the performance of assignments
8. Ability to handle weights
9. Ability to follow directions in a shop
10. Ability to demonstrate dexterity and safe work practices
11. Ability to work as a member of a team

B. Basic Training Competencies:

1. Ability to follow directions and work closely with others.
2. Ability to follow safety regulations and procedures.
3. Ability to learn technical practices in order to select tools and carry out the painting work assigned.
4. Ability to learn to use and maintain hand tools such as brushes, rollers, spray guns, graining devices, compressors, as well as common hand and power tools.
5. Ability to learn to read and use written instructions, standard specifications, etc. (other than blueprints).
6. Ability to learn to requisition, receive, and store tools, equipment, and supplies.
7. Ability to demonstrate reliability and dependability in the performance of assignments
8. Ability to handle weights
9. Ability to follow directions in a shop
10. Ability to demonstrate dexterity and safe work practices
11. Ability to demonstrate special aptitude for the work to be performed

12. Ability to work as a member of a team

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

1. -- Basic knowledge of painting trade practices.

-- Ability to learn to sand, wire brush, scrape, spackle, and putty surfaces and to brush out, roll on, and spray coat materials to assist higher grade workers.

-- Ability to use common hand tools and portable power tools associated with the painting trade.

-- Ability to perform specific tasks in support of higher level work in compliance with specific instructions.

2. - Ability to learn limited woodworking techniques to assist in assembling and installing or repairing items or structures.

3. - Ability to learn operation and maintenance of hand and power tools sufficient to assist a journeyman by performing simple and more routine duties such as sanding, sawing, and drilling.

4. - Ability to learn to read and follow directions, guidelines, specifications, and illustrations to assist higher level worker.

5. - Knowledge of safety procedures.

6. - Ability and willingness to assist higher grade workers by obtaining, carrying, lifting and positioning parts, equipment, and tools.

- Ability to learn to identify and remember the use of a variety of plumbing tools, parts, equipment and materials.

- Ability to learn and perform the most common, least complex plumbing trades tasks. For example, ability to use common hand tools and portable power tools associated with the trade to do basic tasks.

7. - Ability to work as a member of a team to assist other crafts and trades personnel during work assignments.

Factor 2. Responsibility

Receives detailed instructions on new assignments with close supervision and detailed review. Performs simple, routine tasks under general supervision after they are learned; performs more difficult tasks in a training environment under close supervision.

Factor 3. Physical Effort

Uses hand and power tools and equipment that may require standing and holding tools in uncomfortable positions for extended periods. The work requires considerable bending, kneeling, and stooping. Strenuous physical exertion is

sometimes required when handling heavy and bulky materials such as plywood sheets and other construction materials. Work typically requires bending, stooping, crawling, and climbing on ladders, scaffolding, and rooftops. May lift and move materials up to 88 kilograms (40 pounds), unassisted, and occasionally lift or move heavier items with the assistance of lifting devices or other workers.

Factor 4. Working Conditions

Works in shops and at job sites. In shops, is exposed to moderate or high noise levels from operating machinery, sawdust in the air, glue fumes and hazards associated with woodworking and related power equipment. At job sites, may be exposed to weather conditions and hazards of working on and around scaffolds and ladders and are subject to cuts, bruises, and contusions. May work in confined areas such as crawl spaces and attics which may be dusty and dirty. Uses protective devices such as ear plugs, safety glasses, respirators, and gloves.

V. CLASSIFICATION SUMMARY

In this position:

Duty A. 17% WG-4102-05 Painter Helper
Assists Painters

Duty B. 17% WG-4102-05 Painter Helper
Performs Advanced Work

Duty C. 5% WG-4102-05 Painter Helper
Accounts For all Tools

Duty D. 5% WG-4102-05 Painter Helper
Performs Shop Support Work

Duty E. 5% WG-4102-05 Painter Helper
Utilizes Safety Practices

Duty F. 17% WG-4607-05 Carpenter Helper
Helper level - Assists

Duty G. 17% WG-4206-05 Plumber Helper
Helper Level

Duty H. 17% WG-User defined duty. Not classified by system. The final grade may or may not be appropriate.-
Asbestos Removal

List of Modified Duties and Factors:

Duty H. has been added.

The classification criteria for the Plumber occupational menu is based on the OPM Job Grading Standards for Plumber, WG-4206 (TS-6; March 1969), Trades Helper Jobs (TS-3; November 1968), and Intermediate Jobs (TS-3; November 1968).

Classification criteria for positions in this menu are located in OPM Federal Wage System Job Grading Standard, Carpenter 4607, (TS-61) April 1991; Job Grading Standard for Trades Helper Jobs, (TS-3) November 1968; and Job Grading Standard for Intermediate Jobs, (TS-3) November 1968.

OPM Job Grading Standard for Trades Helper Jobs, TS-3 dated November 1968 and OPM Job Grading Standard for Painter, WG-4102, TS-9 dated June 1969.

Remarks: The JGS for Trades Helper Jobs describes two types of jobs. This job is developed for use when employees will perform tasks as a means of developing trade skills and gaining knowledge of the trade to move to intermediate and journey levels. This job is not a part of a formal

apprentice program and is not targeted to a higher grade. The Helper in this job is assigned to a journey level worker who works with and instructs the employee in performing duties common to the trade. Advancement depends upon selection for higher graded job.

Note: This job is established to develop trade skills and gain knowledge of the trade. If your job requires performance of WG-05 level tasks on a continuing basis, and is not intended to be developmental in nature, Duty B should be removed.

The job titling, coding, and grading information in this menu are based on the US Job Grading Standard for Maintenance Mechanic, 4749, May 1974 (TS-30), and other information in the US OPM Job Grading System for Trades and Labor Occupations, Part I, Explanation of Job Grading System.

Grade: WG-05